



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

Washington, D.C. 20460

OFFICE OF
GENERAL COUNSEL

November 21, 2019

Mr./Ms. NAME
ADDRESS
CITY, STATE ZIP

RE: Freedom of Information Act Request Number EPA-**XX-XX-XXXXXX**

Dear **Mr./Ms. NAME**

This letter concerns the above-referenced Freedom of Information Act (FOIA) request, received by the U.S. Environmental Protection Agency (EPA), National FOIA Office (NFO) on **[INSERT receipt date]** in which you are seeking **[INSERT request description]**.

Your FOIA submission does not reasonably describe the records you are seeking in a way that will permit EPA employees to identify and locate them. EPA's FOIA regulations state:

"Whenever possible, your request should include specific information about each record sought, such as the date, title or name, author, recipient, and subject matter. If known, you should include any file designations or descriptions for the records that you want. The more specific you are about the records or type of records that you want, the more likely EPA will be able to identify and locate records responsive to your request." 40 C.F.R. § 2.102(c).

On **[INSERT date(s) of correspondence]**, EPA contacted you to inform you of what additional information you need to provide or why your request is otherwise insufficient. EPA provided you with an opportunity to discuss and modify your request. As of the date of this letter, we have received no response from you. Therefore, we are issuing a final determination and closing your request. If you would like to resubmit your Freedom of Information Act request, please refer to the instructions available on EPA's FOIA website at: <https://www.epa.gov/foia>.

This letter concludes our response to your request. You may appeal this response by email at hq.foia@epa.gov, or by mail to the EPA's National FOIA Office, U.S. EPA, 1200 Pennsylvania Avenue, N.W. (2310A), Washington, DC 20460 or through FOIAonline if you are an account holder. If you are submitting your appeal by hand delivery, courier service, or overnight delivery, you must address your correspondence to 1200 Pennsylvania Avenue, N.W., Room 5315, Washington, DC 20460. Your appeal must be in writing, and it must be received no later than 90 calendar days from the date of this letter. The Agency will not consider appeals

received after the 90-calendar-day limit. Appeals received after 5:00 p.m. EST will be considered received the next business day. The appeal letter should include the FOIA tracking number listed above. For quickest possible handling, the subject line of your email, the appeal letter, and its envelope, if applicable, should be marked "Freedom of Information Act Appeal."

Additionally, you may seek assistance from the EPA's FOIA Public Liaison at hq.foia@epa.gov or (202) 566-1667, or from the Office of Government Information Services (OGIS). You may contact OGIS in any of the following ways: by mail, Office of Government Information Services, National Archives and Records Administration, Room 2510, 8601 Adelphi Road, College Park, MD 20740-6001; e-mail, ogis@nara.gov; telephone, (202) 741-5770 or (877) 684-6448; and facsimile, (202) 741-5769. For all media inquiries, please contact EPA's Office of Public Affairs at press@epa.gov.

Cordially,

Timothy R. Epp
Associate General Counsel
National FOIA Office